

Subject: RE: DTLA Marketing Roundtable Meeting 11/21
From: "Michael Filson" <@>
Date: 11/18/2016 03:47 PM
To: amendonca@ccala.org

Amy,

You're on it! I will need your help on Monday to set-up the room, chairs, etc. I prepare the presentations so you don't need to worry about that. J

Mike Filson
Community Relations Manager

 <https://www.downtov>

Downtown Center Business Improvement District
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Web: DowntownLA.com



From: Amy Mendonca
Sent: Friday, November 18, 2016 3:33 PM
To: Michael Filson
Subject: DTLA Marketing Roundtable Meeting 11/21

Hi Mike,

I saw on the calendar that there is a DTLA Marketing Roundtable Meeting at 2 pm on Monday. Would you like me to set up anything for your meeting, like drinks or documents? Do you need food, and if so, has it been ordered? Do you have a list of the attendees so that I can give it to security? Please also send me any presentations you would like me to set up on the TV in the conference room!

Thank you!

Amy

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Amy Mendonca

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